
Pennsylvania Department of Education



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 MARKET STREET
HARRISBURG, PA 17126-0333

Professional Education Report

Thursday, September 27, 2007

Entity: Erie County Technical School
Address: 8500 Oliver Rd
Erie, PA 16509-4699
Phone: (814) 464-8600
Contact Name: John Hansen

Professional Education Planning Committee

Name	Affiliation	Membership Category	Appointed By
Aldo Jackson	Erie County Technical School	Administrator	Volunteer
Andrea Lucarotti	Erie County Technical School	Secondary School Teacher	Volunteer
Dan Monaghan	Manufacturer's Association of Northwest Pennsylvania	Business Representative	Volunteer
Debbie Thompson	Facilitator	Community Representative	Director
Julie Graff	Erie Regional Chamber & Growth Partnership	Business Representative	Volunteer
Ken Johnson	Millcreek Township School District	Parent	Volunteer
Natalie Fatica	Erie County Technical School	Administrator	Volunteer
Patrick Holland	Erie County Technical School	Administrator	Volunteer
Sandra Carr	Erie County Technical School	Secondary School Teacher	Volunteer
Sandra Myers	Superintendent of Record	Community Representative	Director
Ursula Olsen-Gern	Erie County Technical School	Special Education Representative	Volunteer

Needs Assessment

The following is one way the Erie County Technical school has chosen to assess the needs of our staff. After putting the alternative rating system in place we have collected data on the strengths and areas that need improvement of individual instructors and the staff as a whole. This data will be used in the development of our in-service offerings as well as the feedback given to individual instructors.

Plan for Alternative Rating System Erie County Technical School Statement of Objectives

- 1) Assess instructors with a tool that is specifically related to career and technical education, the Erie County Technical School and the strategic vision of Erie County Technical School.
- 2) Enhance instructional practices at the Erie County Technical School by identifying areas for improvement on an individual and school-wide basis.
- 3) Identify the professional development needs of the faculty to assist in the expansion of staff development activities.
- 4) Institute a collaborative process between instructor and supervisor in order to set goals to ultimately improve instructional practices.

Process by which the Rating will be used to Improve Performance

Each professional staff member will complete a self assessment using the rating form. The principal will also complete the rating form. The staff member and principal will meet to discuss the discrepancies between the two ratings. The goal will be to reach agreement on the areas designated "need improvement." An action plan will be developed based on individual improvement needs. In addition, administration will review combined results of the entire staff. This will aid in designing staff development with the areas of improvement needed for the staff as a whole. Staff development activities will then be conducted to address these needs.

Professional Education Action Plan

Goal: 2. Elevate the public perception of the value and opportunity of technical education

Description: A community survey indicates an increase in awareness of ECTS (2007 survey as base).

Strategy: Objective A. Develop and fund a marketing campaign that attracts students

Description:

Activities:

Activity	Description	
4. Enhance the role and effectiveness of faculty as key players in the marketing process through staff development.		
Person Responsible	Timeline for Implementation	Resources
Aldo Jackson	Start: 10/8/2007 Finish: 10/8/2007	\$2,500.00

Goal: 3. Develop programs that provide opportunities for students to meet needs

Description:

Strategy: Objective B. Enhance professional development plans for faculty and staff

Description:

Activities:

Activity	Description	
Continue to participate in site safety training including but not limited to Right to Know	Work with agencies to provide appropriate safety training for instructors and other staff members.	
Person Responsible	Timeline for Implementation	Resources
Natalie Fatica	Start: 9/11/2007 Finish: N/A	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
1	1	30
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
Erie County Technical School	School Entity	Approved
Knowledge and Skills	Research and Best Practices	Designed to Accomplish
Increased safety awareness to aide students in the understanding of the importance of safety in industry.		<i>For classroom teachers, school counselors and education specialists:</i>

		Enhances the educator's <u>content knowledge</u> in the area of the educator's certification or assignment.
Educator Groups Which Will Participate in this Activity		
Role		
Classroom teachers		
Follow-up Activities	Evaluation Methods	
Team development and sharing of content-area lesson implementation outcomes, with involvement of administrator and/or peers		

Activity	Description	
Continue to participate in workshops and learning experiences that instruct teachers in "best practice" methods of delivery instruction.	Instructors will be offered workshops and encouraged to attend workshops based on best practices in the technical area and instructional area.	
Person Responsible	Timeline for Implementation	Resources
Natalie Fatica	Start: 9/12/2007 Finish: N/A	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
4	2	25
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
Erie County Technical School	School Entity	Approved
Knowledge and Skills	Research and Best Practices	Designed to Accomplish
Additoinal instructional delivery methods.		<i>For classroom teachers, school counselors and education specialists:</i> Increases the educator's <u>teaching skills</u> based on

		research on effective practice, with attention given to interventions for struggling students.
Educator Groups Which Will Participate in this Activity		
Role		
- Classroom teachers - Principals / asst. principals		
Follow-up Activities	Evaluation Methods	
Peer-to-peer lesson discussions		

Activity	Description	
Continue to utilize the observation and assessment process to obtain information regarding the strengths and needs of the ECTS faculty.		
Person Responsible	Timeline for Implementation	Resources
John Hansen	Start: 6/11/2007 Finish: 6/7/2010	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
0	0	0
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
	School Entity	Approved
Knowledge and Skills	Research and Best Practices	Designed to Accomplish
Improvement of instructional skills by observation of classroom teaching and management.		<i>For classroom teachers, school counselors and education specialists:</i> Increases the educator's <u>teaching skills</u> based on research on effective practice, with attention given to interventions for struggling

		students.
Educator Groups Which Will Participate in this Activity		
Role	Grade Level	
Classroom teachers	High school (grades 9-12)	
Follow-up Activities	Evaluation Methods	
Analysis of student work, with administrator and/or peers		

Activity	Description	
Create a professional growth team to recommend professional development options including pedagogy and occupational specific topics.		
Person Responsible	Timeline for Implementation	Resources
Natalie Fatica	Start: 8/1/2007 Finish: 6/30/2008	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
0	0	0
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
Erie County Technical School	School Entity	Not approved
Knowledge and Skills	Research and Best Practices	Designed to Accomplish
		<i>For classroom teachers, school counselors and education specialists:</i> - Enhances the educator's <u>content knowledge</u> in the area of the educator's certification or assignment. - Increases the educator's <u>teaching skills</u> based on

		research on effective practice, with attention given to interventions for struggling students.
Educator Groups Which Will Participate in this Activity		
Role	Grade Level	
Classroom teachers	High school (grades 9-12)	
Follow-up Activities	Evaluation Methods	
Peer-to-peer lesson discussions		

Activity	Description	
Each of the 19 Programs will establish and maintain an Occupational Advisory Committee.	Meetings will occur twice per year including members of business and industry to validate curriculum taught.	
Person Responsible	Timeline for Implementation	Resources
Natalie Fatica	Start: 9/11/2007 Finish: N/A	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
1	2	24
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
Erie County Technical School	School Entity	Approved
Knowledge and Skills	Research and Best Practices	Designed to Accomplish
Technical knowlege to enhance programs.		<i>For classroom teachers, school counselors and education specialists:</i> - Enhances the educator's content knowledge in the area of the educator's certification or assignment. - Empowers educators to work effectively with

		<u>parents and community partners.</u> <i>For school and district administrators, and other educators seeking leadership roles:</i> Provides leaders with the ability to <u>access and use appropriate data</u> to inform decision-making.
Follow-up Activities	Evaluation Methods	
Team development and sharing of content-area lesson implementation outcomes, with involvement of administrator and/or peers	Validate Curriculum (OCA members will review and validate curriculum in programs)	

Activity	Description	
ECTS Faculty and Staff will receive training on relevant software used	Relevant software includes but not limited to SchoolIDEX, Microsoft Office Products and Prosoft	
Person Responsible	Timeline for Implementation	Resources
Administrative Staff	Start: 9/6/2007 Finish: N/A	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
1	2	25
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
Erie County Technical School	School Entity	Approved
Knowledge and Skills	Research and Best Practices	Designed to Accomplish
Increased knowledge of technology provided for educators in the school.		<i>For school and district administrators, and other educators seeking leadership roles:</i> Instructs the leader in <u>managing resources</u> for

		effective results.
Educator Groups Which Will Participate in this Activity		
Role		
- Classroom teachers - Principals / asst. principals - School counselors - Other educational specialists		
Follow-up Activities	Evaluation Methods	
Peer-to-peer lesson discussions	Participant survey	

Activity	Description	
ECTS Faculty to align curriculum to NOCTI exam	Enhance assessment skills and analyze data to make instructional decisions	
Person Responsible	Timeline for Implementation	Resources
Natalie Fatica	Start: 9/6/2007 Finish: N/A	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
20	1	15
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
Erie County Technical School	School Entity	Approved
Knowledge and Skills	Research and Best Practices	Designed to Accomplish
Enhance assessment skills and analyze data to make instructional decisions.		<i>For classroom teachers, school counselors and education specialists:</i> - Enhances the educator's <u>content knowledge</u> in the area of the educator's certification or assignment. - Provides educators with a variety of classroom-based <u>assessment skills</u> and the skills needed to <u>analyze and use data</u> in instructional

		decision-making.
Educator Groups Which Will Participate in this Activity		
Role	Grade Level	
Classroom teachers	High school (grades 9-12)	
Follow-up Activities	Evaluation Methods	
Analysis of student work, with administrator and/or peers	NOCTI data (Use assessment data from NOCTI test and analyze.)	

Activity	Description	
ECTS staff encouraged to expand their computer and necessary work skills by attending RCTC or regional post-secondary institution.	ECTS staff will work with their individual supervisors to establish possibilities to add to their skills.	
Person Responsible	Timeline for Implementation	Resources
Administrative Staff	Start: 9/6/2007 Finish: N/A	\$5,000.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
0	0	0
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
Erie County Technical School	- School Entity - College - Intermediate Unit	Approved
Knowledge and Skills	Research and Best Practices	Designed to Accomplish
Increased computer and technical skills to manage technology and resources effectively.		<i>For classroom teachers, school counselors and education specialists:</i> Enhances the educator's content knowledge in the area of the educator's certification or assignment.

		- Increases the educator's <u>teaching skills</u> based on research on effective practice, with attention given to interventions for struggling students. - Provides educators with a variety of classroom-based <u>assessment skills</u> and the skills needed to <u>analyze and use data</u> in instructional decision-making. - Empowers educators to work effectively with <u>parents and community partners</u>. <i>For school and district administrators, and other educators seeking leadership roles:</i> - Instructs the leader in <u>managing resources</u> for effective results.
Educator Groups Which Will Participate in this Activity		
Role		
- Classroom teachers - Principals / asst. principals - School counselors - Other educational specialists		
Follow-up Activities	Evaluation Methods	
- Team development and sharing of content-area lesson implementation outcomes, with involvement of administrator and/or peers 10	- Participant survey - Employee Assessment	

Activity	Description	
Identify gaps in current processes identified in the professional development plan.		
Person Responsible	Timeline for Implementation	Resources

Team Professional Growth	Start: 8/1/2007 Finish: 6/30/2008	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
0	0	0
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
Erie County Technical School	School Entity	Approved
Knowledge and Skills	Research and Best Practices	Designed to Accomplish
Knowledge of direction of training made available to instructors.		<i>For school and district administrators, and other educators seeking leadership roles:</i> - Provides leaders with the ability to <u>access and use appropriate data</u> to inform decision-making. - Instructs the leader in <u>managing resources</u> for effective results.
Educator Groups Which Will Participate in this Activity		
Role	Grade Level	
Principals / asst. principals	High school (grades 9-12)	
Follow-up Activities	Evaluation Methods	
Team development and sharing of content-area lesson implementation outcomes, with involvement of administrator and/or peers		

Activity	Description	
Review and update professional development plan.		
Person Responsible	Timeline for Implementation	Resources
Natalie Fatica	Start: N/A Finish: N/A	\$0.00

Activity	Description	
Start processes and appoint personnel to implement the induction plan.		
Person Responsible	Timeline for Implementation	Resources
Team Professional Growth	Start: 8/7/2007 Finish: N/A	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
0	0	0
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
	School Entity	Approved
Knowledge and Skills	Research and Best Practices	Designed to Accomplish
		<i>For classroom teachers, school counselors and education specialists:</i> Increases the educator's <u>teaching skills</u> based on research on effective practice, with attention given to interventions for struggling students.
Educator Groups Which Will Participate in this Activity		
Role		
- Classroom teachers - Principals / asst. principals		
Follow-up Activities	Evaluation Methods	
Team development and sharing of content-area lesson implementation outcomes, with involvement of administrator and/or peers	Review (Team review of the plan)	

Activity	Description	
Start processes to implement the professional development plan.		
Person Responsible	Timeline for Implementation	Resources
Team Professional Growth	Start: 7/1/2009 Finish: 6/30/2010	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
0	0	0
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
	School Entity	Approved
Knowledge and Skills	Research and Best Practices	Designed to Accomplish
		<i>For classroom teachers, school counselors and education specialists:</i> - Enhances the educator's <u>content knowledge</u> in the area of the educator's certification or assignment. - Increases the educator's <u>teaching skills</u> based on research on effective practice, with attention given to interventions for struggling students. - Provides educators with a variety of classroom-based <u>assessment skills</u> and the skills needed to <u>analyze and use data</u> in instructional decision-making. - Empowers educators to work effectively with <u>parents and community partners</u>.
Educator Groups Which Will Participate in this Activity		
Role		
Classroom teachers		
Follow-up Activities	Evaluation Methods	
Team development and	Student PSSA data	

sharing of content-area lesson implementation outcomes, with involvement of administrator and/or peers • Analysis of student work, with administrator and/or peers • Peer-to-peer lesson discussions • Lesson modeling with mentoring	• Standardized student assessment data other than the PSSA
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Activity	Description	
Use the developed data base to make decisions regarding professional development and in-service offerings for ECTS faculty.		
Person Responsible	Timeline for Implementation	Resources
Natalie Fatica	Start: N/A Finish: N/A	\$0.00

Activity	Description	
Workplace visitations based on the most current technology in the specific area of instruction.		
Person Responsible	Timeline for Implementation	Resources
Natalie Fatica	Start: 9/12/2007 Finish: N/A	\$0.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
6	1	23
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
	• School Entity	Approved
Knowledge and Skills	Research and Best Practices	Designed to Accomplish
Most current practices of specific area of instruction. More keen awareness of		<i>For classroom teachers, school counselors and education</i>

industry standards.		<i>specialists:</i> Enhances the educator's <u>content knowledge</u> in the area of the educator's certification or assignment.
Educator Groups Which Will Participate in this Activity		
Role		
- Classroom teachers - Other educational specialists		
Follow-up Activities	Evaluation Methods	
Team development and sharing of content-area lesson implementation outcomes, with involvement of administrator and/or peers	Review of written reports summarizing instructional activity	

Goal: 4. Provide student services and support to ensure success

Description:  The gap between PSSA standards and CTC student results is reduced by 75%.

 The following tools and services are in place as part of a career development system:

1. Authentic portfolio
 2. Middle school presentations
 3. Faculty and staff mentors
 4. Cross training occurring within clusters
 5. Retention factors have been analyzed
 6. Elementary school career awareness program
-  A study skills program has been implemented.

Strategy: Objective A. Provide academic programs that meets the needs of students

Description:

Activities:

Activity	Description	
2. Research and adopt improvement programs that address PSSA mathematics standards (i.e. online programs, remediation, tutoring, applied instruction, etc).		
Person Responsible	Timeline for Implementation	Resources
Aldo Jackson	Start: 7/2/2007 Finish: 6/30/2008	\$50,000.00

Activity	Description
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3. Research and adopt improvement programs that address PSSA reading standards (i.e. online programs, remediation, tutoring, applied instruction, etc).		
Person Responsible	Timeline for Implementation	Resources
Aldo Jackson	Start: 7/1/2008 Finish: 6/30/2009	\$120,000.00

Activity	Description	
4. Research and adopt improvement programs that address PSSA writing standards (i.e. online programs, remediation, tutoring, applied instruction, etc).		
Person Responsible	Timeline for Implementation	Resources
Aldo Jackson	Start: 7/1/2008 Finish: 6/30/2009	\$40,000.00

Strategy: Objective C. Develop “student success” services (i.e. counseling, placement, articulation, etc.)

Description: Student success services are designed to meet the needs of students with disabilities and those with organizational needs, leading to employment or post-secondary education.

Activities:

Activity	Description	
4. Workshop for teachers on simple, effective time management and organizational tools emphasizing multi-tasking and practical methods. These methods would also be applicable to students of all levels.		
Person Responsible	Timeline for Implementation	Resources
Patrick Holland	Start: 8/1/2008 Finish: 7/1/2009	\$7,500.00

Goal: 5. Provide and update facilities, equipment and technology to meet current and future needs

Description: • Each program has a technology plan.

• A digital classroom model has been implemented.

• A construction/renovation feasibility study has been completed.

• A Skill Center renovation plan has been completed.

• An ECTS renovation/expansion plan has been completed.

• Funding for construction and renovation has been secured.

• Construction work has been scheduled.

• A long-term equipment plan has been developed, funded and followed.

Strategy: Objective A. Provide technology that maximizes student learning

Description:

Activities:

Activity	Description	
3. Educate students, faculty and staff on use of current technology assets.	Help Desk solution, knowledge-based creation.	
Person Responsible	Timeline for Implementation	Resources
Aldo Jackson	Start: N/A Finish: N/A	\$10,000.00

Annual Review Process

As a Vocational/ Technical high school we must create a Professional Education Plan that addressed the unique needs of our staff, students, and partners in business and industry. There are two primary differences between the technical high school and academic high school.

- Our faculty may be entering the teaching profession with little or no formal teacher training.
- It is imperative that our staff stay current in their specific trade or technical field.

The following planned activities will be reviewed each year by the professional development team. The team will use data collected from the surveys conducted for professional development activities.

APPENDIX B

ENTITY INFORMATION PAGE

Entity: Erie County Technical School

Address:

8500 Oliver Rd
Erie, PA 16509-4699

Superintendent or Chief Administrative Officer: Sandra Myers

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Professional Education Committee Chairperson: Natalie Fatica

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Act 48 Reporting Contact: Natalie Fatica

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APPENDIX C

PROFESSIONAL EDUCATION REPORT ASSURANCES

We affirm that this Professional Education Report focuses on the learning needs of each staff member to ensure all staff members meet or exceed high academic standards in each of the core subject areas.

Signature	Professional Education Committee Chairperson	Date
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I affirm that this Professional Education Report provides staff learning that improves the learning of all students as outlined in the National Staff Development Councils Standards for Staff Learning.

Signature	Superintendent or Chief Administrative Officer	Date
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We affirm that this Professional Education Report has been developed in accordance with the laws, regulations and guidelines for the development, implementation and evaluation of the Professional Education Report as designated in Chapter 4 of the Regulations of the Pennsylvania State Board of Education.

Signature	President of the Board of School Directors	Date
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